Operating instructions for the Invoicer message program, 31 October 2007

FK|Finanssialan Keskusliitto
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Federation of Finnish Financial Services

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Payment Systems

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1 Invoicer message program

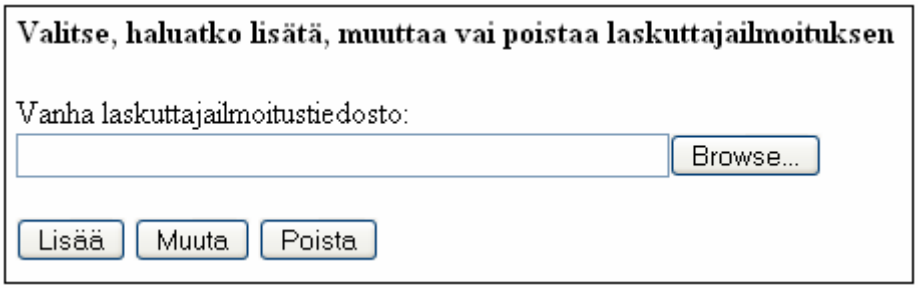
The invoicer message is connected to those consumers starting their e-invoicing. Using the invoicer message, the invoicing party releases its information to be published in the consumers' web banks. The consumer reports its e-invoice receipt address to the invoicing party through the web bank on the basis of the invoicer message information.

Complete your invoicer message using the program, which opens by clicking the link at http://www.finvoice.info. All banks are selected so that the report can be transmitted to all banks and to be visible to all consumers. The materials from all the banks are entered into one file, which you can save in your computer and send forward using your bank connection program.

Send the reports to the bank with which you have signed an agreement concerning the Finvoice transmission service. Use sender addresses and intermediary identifiers pertaining to your agreement for all reports you make using the program.

2 Creating the invoicer message

Click the 'Add' button and you can create a new invoicer message.
Browse the previous invoicer message and click the 'Change' button, after which you can edit an existing invoicer message.



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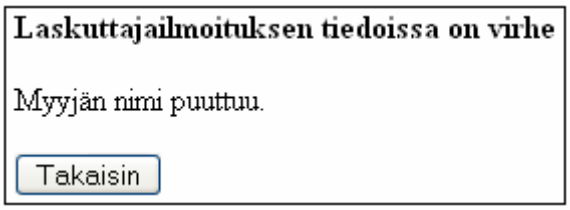
3 Data content of the invoicer message program's fields

Ilmoituksen tunniste <SenderInfoIdentifier>	Individualising information for the invoicer's use, e.g. a message identifier in the invoicer's system
INVOICER INFORMATION Necessary information includes online invoicing address, intermediary's identifier, business ID, name and address.	
Verkkolaskuosoite <InvoiceSenderAddress>	The sender's sending address, e.g. FI2757800750155447
Välittäjän tunnus <InvoiceSenderIntermediatorAddress>	The address of the transmitter used by the sender (the bank's BIC code), the Intermediator identifier
Laskuttajan Y-tunnus <SellerPartyIdentifier>	The business ID must contain nine characters 0123456-7.
INVOICE INFORMATION	
Laskutusaiheen koodi <PaymentInstructionIdentifier>	An identifier defined by the sender used to specify the invoicing topic. The code is transmitted in the EpiPaymentInstructionId element of the ePI section in the Finvoice online invoice. The invoice topic code enables the automatic payment of invoices and it must be the same as the responding information given in the invoice message.
Ohje vastaanottajalle <SellerInstructionFreeText>	In this field, the invoicer can provide payers with additional information about the transition to e-invoicing. The additional information is given in all languages in this field.
Laskun aiheen nimi <SellerInvoiceTypeText>	This is text corresponding to the invoice topic code defined by the sender (PaymentInstructionIdentifier), e.g. electricity invoice, phone invoice. The invoice topic is plain text data, on the basis of which the consumer can select the correct invoice topic when making an e-invoice receipt report in the web bank. The name of the invoice topic should be given in all three languages so that consumers using the web bank can see the data in their service language.
Tunnistetieto 1-2 <SellerInvoiceIdentifierText>	This is identification data which the sender requests the recipient to complete so that the sender can direct the received address report to the correct customer and correct invoice.

	One requested identifier is necessary and there can be a maximum of two pieces of identifier data. Examples: Reference number, Customer number, Agreement number, Order number, Phone number The identifier data should be given in all three languages so that consumers using the web bank can see the data in their service language.
Suoraveloitus- ja suoralaskutunnus <SellerDirectDebitIdentifier> <SellerDirectPaymentIdentifier>	This is the sender's direct debiting and/or direct invoicing identifier. The service identifier must contain nine digits. The service identifier for direct debiting or direct invoicing controls the termination of power of attorneys when ordering e-invoices according to bank-specific practices.
INVOICER'S BANK CONNECTION INFORMATION	
Tilinumero <SellerAccountID>	Enter all of the invoicer's account numbers to be included in the paper invoice. By default, the screen contains a space for one account. Additional space can be added up to a maximum of one hundred accounts. The addition of extra spaces does not delete any information entered in the form. Consumers receive an order request for the e-invoice when paying a paper invoice if the account number entered has been added. Finnish account numbers are verified according to the structural instructions for account numbers and IBAN numbers are verified using the IBAN rules. If an account is entered in the IBAN format, the account bank's BIC must also be entered. It is verified according to the BIC rules. When entering new bank connection data, the old bank connection data must also be entered.

4 Screen functions

By using the 'Create material' button, the data will be verified. If the data given is incomplete or incorrect, an error message will be displayed. For example:



By using the ’Back’ button, you can go back to the report form and correct your information. If the browser supports JavaScript, the cursor will move into the field containing the incorrect data.

Once the correct data has been entered, the invoicer message material is generated for saving by the browser.

The program provides the created file with a default name, which varies according to the function selected. Always retrieve the previous report message sent as a template for the change or removal.

The proposed file name is **Laskuttajailmoitukset_uusi_vvvvkkpp.txt** for additions, **Laskuttajailmoitukset_muutos_vvvvkkpp.txt** for changes and **Laskuttajailmoitukset_poisto_vvvvkkpp.txt** for removals. You can give new names to the files or specify them.